



Dear Splitting Genius,

Taking inventory of your family life tends to be one of the most overwhelming steps in preparing and going through the divorce process. Because this is the case we have some tips to help you achieve “Splitting Genius” status in this area of your divorce.

1. Do not stress if you don’t know the answer. It is okay to not know the answers or have access to the information. Just knowing that you should ask for the information is a major step.
2. Schedule time to do this divorce work. For example, Tuesdays and Thursdays from 7-8p you will work on checking some boxes off of this list.
3. Create a share file in something like Dropbox is helpful for organizing, retaining and sharing information with divorce professionals in your case.

---

### Family History:

- ☐ **Basic Information**
  - Full Name
  - Date of Birth
  - Social Security Number
- ☐ **Contact Information**
  - Address
  - Cell phone number
  - Email Address
- ☐ **Proof of Residency**

☐ **Employer information:**

- Employer Name
- Employer Address
- Employer telephone number

☐ **Length of employment and your monthly or annual salary.**

- Be prepared to show your attorney at least three years of income tax returns.

☐ **Spouse's basic information:**

- Full Name
- Date of Birth
- Social Security Number

☐ **Spouse's contact information:**

- Address
- Cell phone number
- Email Address

☐ **Birth certificates for all children**

- if applicable

☐ **Parenting Plan:**

- Initial thoughts about time allocation between parents, including holidays and school breaks

☐ **Information about previous marriages**

- Including divorce decree(s)

☐ **Information about children from previous marriages on either side:**

- Full Names
- Dates of Birth
- Social Security Numbers of any children from the previous marriage

☐ **Details about child support, if applicable.**

- Who pays and how much?

☐ **All health and dental insurance cards**

- Covering either you or your spouse and/or our dependent child(ren)

☐ **Wedding details:**

- Where and when you were married, including marriage or domestic partnership certificate

☐ **The name(s) of any divorce professionals engaged**

- Attorneys
- Mediators

- CDFAs
- CPAs
- Business Valuation Specialists
- Pension Valuation Specialist
- QDRO Attorney
- Tax Attorney
- Other

☐ **For residents of states with at-fault divorce provisions:**

- The name of a marital therapist you and your spouse visited with times and dates.
- A list of the marital problems that led to divorce if any involve alcohol or drug abuse, religious differences, infidelity, sexual incompatibility or, domestic abuse.

☐ **Temporary Orders**

- If you are a bit further along in the process, include copies of all court documents that establish deadlines, procedures, restrictions, or instructions related to your divorce process. Examples of these are restraining orders on your spouse, temporary maintenance, child custody, and visitation.

☐ **Prenuptial or postnuptial agreements**

☐ **Any court order directing that you or your spouse pay or receive spousal support (alimony) or child support.**

☐ **Separate property:**

- List of property owned or debt owed by each spouse prior to marriage including any documents and tangible evidence relating to claims for separate property status of an asset or debt.
- If you've received an inheritance, provide details (who did you receive it from, when, how much did you receive, and where did it go?)

☐ **Information on any lawsuits you may be involved in.**

## **Financial Documents**

☐ **Income Documents**

Get the last three (3) full months and the most recent year-end statements for you and your spouse. Provide a year-to-date earnings record if not shown on paystubs. If your payroll includes bonuses, ESPPs, stock options, equity incentives, or other extraordinary income, provide year-end paystubs for the last 5 years if available. Provide accrued vacation hours if not shown on paystub.

☐ **A statement identifying the source and amount of all income for the 3 months, if not reflected on the pay stubs produced.**

☐ **Stock Purchase Plans–ESOP, ESPP and stock purchase plans.**

☐ **Stock Options**

- Stock option grant agreement (grant letter) and most current grant statement covering each grant received, from date of grant to present, for present employers (and prior if not fully exercised or expired). Description or plan statements for all employer stock option plans under which you have received options.

☐ **Cafeteria Plans/Other Benefits**

- Provide most current statement or description of cafeteria benefit plan, incentive or bonus plan and any other employment benefit in which either spouse participates.

☐ **Severance/Early Retirement**

- All notices/statements regarding severance or early retirement benefits offered by or already received from the employer of either spouse.

☐ **Employment contract or employment offer letter**

- These documents should indicate compensation or other benefit information. Also, provide a summary of your Employee Benefits for you and your spouse.

☐ **If you are self-employed, provide the following:**

- Financial statements or profit and loss (P&L) statements for the past five (5) years.
- Business tax returns for the past five (5) years.
- Buy-sell agreement or other agreement concerning valuation of business.
- Any loan or credit application for the business prepared within the past five (5) years.
- Any existing appraisal of the business.

## **Tax Documents**

☐ **Tax Returns**

- Both Federal and State tax returns for the past 5 years, including all schedules, attachments, and W-2 forms as well as any “K-1” forms from business entities. If you or a reliable tax preparer did not prepare the tax returns, you may want to order a copy from the IRS. Let us know and we can provide you with IRS Form 4506 so you can make this request.

- ☐ **Tax Refunds**
  - Please provide information for any tax refunds you are expecting. Also provide copies of checks or records of refunds if received individually by either party before or after separation. If you expect a refund but haven't filed your returns yet, provide a copy of your extension.
- ☐ **IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.**
- ☐ **Social Security Statement:**
  - Provide most current copy of statement.
- ☐ **Corporate and Partnership Tax Returns.**
  - Get documentation in entities in which you have an interest for the last five years. (If an accountant has the records for your individual and/or business tax returns, you can obtain copies from the accountant.)
- ☐ **Financial Statements.**
  - Provide any financial statements prepared for you individually or for you and your spouse together, or for a business entity in which you have an interest in the past five years (the more recent the better), such as for a loan application.

## Average Monthly Expenses

**Splitting Genius Tip: Remember putting money into savings is an "Expense" and do not forgot things like birthdays, car/house maintenance, travel or other expenses that aren't necessarily paid monthly.**

- ☐ Marital Budget
- ☐ Proposed Needs Budget
- ☐ Future Budget

## Checking/Savings/Investments

- ☐ **All periodic statements**
  - Last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.
- ☐ **Online/Cash App statements**
  - Last 3 months of statements for apps that cash balances can be kept (e.g. PayPal, Venmo, Starbucks)
- ☐ **All brokerage account statements for the last 12 months.**

☐ **Children's bank account information and amounts.**

☐ **Cash:**

- If you or your spouse hold significant cash, such as in a safety deposit box, please note.

## **Real Estate Documents**

☐ **Copy of the current Grant Deed(s)**

- With Exhibit "A" (legal description) on each property that shows how title is held (if the title has been changed, provide copies of all deeds from the time of acquisition). The Deed of Trust or Note is not needed.

☐ **Appraisals or market value opinions for any real property if dated within the last two (2) years.**

☐ **Purchase/Refinance Documents for all real property:**

- Final Escrow Statement from Close of Escrow/Settlement Statement for purchase or sale (usually 2-3 pages) and for last refinance (if applicable). Shows price, down payment, closing fees, etc.

☐ **Tax Assessor's Statement**

☐ **Cost basis of home: purchase price plus improvements.**

☐ **Mortgages, Lines of Credit:**

- Copy of the most recent mortgage or loan statement for each loan showing name, address, account number, monthly payment and balance. Also, provide terms of current loan: date opened, original loan amount, current interest rate, length of loan.

☐ **Rental Property:**

- Records of ownership of all rental property. Provide cost basis (including improvements, depreciation taken, etc.).

☐ **Vacation Property:**

- Records of ownership of all vacation property and timeshare interest. Provide cost basis (including improvements, etc.).

☐ **All present leases in which you own an interest.**

☐ **All promissory notes you presently own or owned an interest within the last 12 months.**

- All lease agreements you presently owe.

## **Personal Property Information**

☐ **Household Furnishings:**

- Inventory list with estimated resale values for specific items of furniture and furnishings that are particularly valuable, please note those items.

☐ **Jewelry, Antiques, Art, Collectibles, Wine, etc.:**

- Ownership records, purchase receipts or description of jewelry, antiques, oriental rugs, art works, stamp or coin collections, wine cellar, precious metals, gems, guns and other collectibles. If you have a schedule of collectible for insurance purposes, please provide. Also provide appraisals on any such items (if you already have them).

☐ **Vehicles, Boats, Trailers:**

- Current mileage and copy of title and registration for all vehicles, boats, airplanes, trailers, and motor homes.
- Provide loan/lease statements (both current and at separation) showing the terms of the loan/lease.
- Provide a copy of the Kelly Blue Book value ([www.kbb.com](http://www.kbb.com)).

## Debt

☐ **Credit report**

- Easiest place to start finding out what lines of credit have been opened in your name.

☐ **All credit card and charge account statements**

- Other records showing your indebtedness as of the date of separation and for the prior 3 months. List the name of the cardholder as well as last 4 digits of the card number and balance owed at debt of separation.

☐ **Student or other education-related loans:**

- Provide the most recent statement. Include all information such as balances owed, interest rate, payment schedule and the school, and what period of time you or your spouse received the loan.

☐ **Loans—Unsecured**

- Provide the most current statement for all unsecured loans along with the name of institution (bank name), loan number, current rate, etc.

☐ **Other Debts:**

- Information including most recent statement on any debts not listed above.

## Insurance

☐ **Life and Disability Insurance Policies:**

- Provide Declaration pages showing face amount, date, type of policy, insured, owner, beneficiary(ies), cash value and/or loan value. If a policy is term without cash value, you should provide the documents showing the death benefit, beneficiary and premium and whether it is an individual policy or a policy through your employer.

- ☐ **The declaration page, the last periodic statement**
  - And the certificate for any group insurance for all life insurance policies insuring my life or the life of you or your spouse.

- ☐ **Homeowners and auto insurance policies**

## **Retirement Accounts**

- ☐ **Retirement accounts and Pensions**
  - (401k, defined benefit and defined contribution plans). Provide a copy of the latest summary plan documents (with terms and conditions of the plan) and most recent benefit statements plus the statement as near as possible to the date of separation. Include any outstanding benefits from prior employers. For pensions, include the pension calculation showing your est. monthly income at earliest retirement age.
- ☐ **Profit-Sharing, IRAs, Deferred Compensation, Annuities:**
  - Provide the most current statement for all accounts.

## **Business Interests**

- ☐ **Partnerships and Other Business Interests:**
  - The Schedule of Assets and Debts requires the most recent K-1 form and Schedule C. All business interests should be listed, including general partnerships, limited partnerships, limited liability partnerships (LLPs), C Corporations and limited liability corporations (LLCs), as well as sole proprietorships.
- ☐ **For any business owned, a full Profit and Loss Statement and Balance Sheet for current and previous 2 years.**
- ☐ **Corporate, partnership, and trust tax returns for the last 3 tax years, in which you have an ownership or interest greater than or equal to 30%.**

## **Other Assets**

- ☐ **Accounts Receivable and Unsecured Notes:**
  - Records for any money owed to you including names of those who owe you money, how much they owe, and the expected payment date.
- ☐ **Points/Miles:**
  - Credit card reward points and frequent flyer miles statements
- ☐ **Intellectual Property**
  - Records reflecting any patent, trademark, copyright, licensing agreement, royalty, or other intellectual property rights.



- ☐ **A list of any livestock, such as cattle or horses that you may own.**
- ☐ **List of contents in safety deposit boxes.**

## **Business Records**

- ☐ **Provide the following for any business you or your spouse have an interest:**
  - Corporate or partnership tax returns for the past five (5) years for both Federal and State.
  - Year-end financial statements for past five (5) years if not contained in tax returns. If there are computer generated financial statements, those should be provided in electronic form along with a paper copy.
  - Most current financial statements as to income and expenses and balance sheet, as well as for the period as close to the date of separation as possible. If there are computer generated financial statements, those should be provided in electronic form along with a paper copy.
  - Copies of partnership agreements, and in case of corporations, the formation documents and copies showing how title to shares of stock or membership interests are held and in what amounts.

## **Estate Planning Documents**

- ☐ **Wills or Living Will Documents**
- ☐ **Certification of Trust**
- ☐ **Powers of Attorney**
- ☐ **Durable Powers of Attorney**
- ☐ **Advance Healthcare Directives**